

INFORMATIONAL LETTER NO. 2094-MC-FFS-D

DATE: January 28, 2020

TO: All Iowa Medicaid Providers

APPLIES TO: Managed Care (MC) and Fee-for-Service (FFS), and Dental (D)

FROM: Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

RE: Provider Enrollment Renewal Process

EFFECTIVE: Upon Receipt

Federal regulations, 42 CFR 455.414, require the IME to renew the enrollment of all providers every five years, regardless of provider type. Providers who fail to renew their enrollment may be at risk of their Medicaid provider number terminating. Providers must complete an enrollment renewal form for each tax ID number they operate under.

The IME will send providers a letter with their renewal date, and the steps they will need to take in order to complete the renewal process. Except for individual Consumer Directed Attendant Care (CDAC) providers, enrollment renewals will be completed electronically via the Iowa Medicaid Portal Access (IMPA) system. The enrollment renewal process for individual CDAC providers will be outlined in the letters they receive.

These letters will be issued to all providers 60-days prior to the provider's enrollment renewal deadline. A second letter will be sent to providers 30-days prior to their enrollment renewal deadline, if they have not completed their enrollment renewal. If the provider's enrollment renewal deadline passes, and the provider has not completed their enrollment renewal, a final notice will be issued and the provider's enrollment will be terminated. The provider would then be required to submit new enrollment forms.

For any questions, please contact the IME Provider Outreach Unit at 1-800-338-7909 or send an email to IMEProviderOutreach@dhs.state.is.us.